



Type-Specific Eligibility Standards

Disabled Veteran Owned Business Enterprise (DVOB)

- Applicant must reside in NJ resident of this State
- Applicant must be officially verified by the United States Department of Veterans Affairs as a service-disabled veteran
- Principal place of business is in New Jersey
- Business is Independently owned and operated
- Business is at least 51% owned by NJ resident person(s) who is/are a service-disabled veteran(s)
- Company must be for profit

Type-Specific Eligibility Standards (Continued)

LGBTQ+

- Business must be a sole proprietorship, partnership, joint venture, corporation, or other business entity authorized under the laws of the United States
- Is at least 51 percent owned, operated, and controlled by persons who identify as LGBTQ+
- Independently owned, operated, and controlled and can demonstrate the ability to be considered a "going concern," as in the business has sufficient resources needed to continue operating indefinitely by normal industry standards
- Management, as specified in the certification application, is responsible for both daily and long-term operation, and owns at least 51 percent interest in the business and consists of individuals who identify as LGBTQ+
- Control by members of the LGBTQ+ community must be real, substantial, and continuing, demonstrating authority over the affairs of the business, and must go beyond the pro forma ownership of the business as reflected in its ownership documents
- When a professional or occupational license or certification is required by Federal or State law to perform the primary business operations of the applicant business, and the LGBTQ+ business does not possess the applicable license or certification, the LGBTQ+ owner must demonstrate competence in the affairs of the business in order to satisfy the requirement for managerial and operational control

How to Apply

1. Decide which certifications you would like to obtain.

2. Go to our web site to determine the types of documentation you will need to apply:

<https://www.nj.gov/treasury/revenue/business-cert-program.shtml> > Details on Eligibility

3. Go to the online Uniform Certification Service (UCS) and apply:

<https://www.njportal.com/DOR/SBERegistry>

** Note: A fast-track option is available for MWBE applicants

We accept the following certifications:

- Port Authority of New York/New Jersey
- Other state certification agencies
- MSDC; WBENC

Fast Track applications are submitted online via the UCS. You will need to upload:

- The application you submitted tot the certifying agency
- Current approval certificate/letter from the certifying agency

*** We are also considering a fast track option for LGBTQ+ applicants.

Contact us at 609-292-2146 for information on the Fast Track application. Our fax number is 609-984-6679.

Tools and Resources

To register your business:

File online. All services are online at nj.gov/njbgs, but if you need step by step guidance, try the Business Navigator at <https://navigator.business.nj.gov/>

To stay in compliance with registry filing requirements as you conduct your business:

Sign up for automated reminder services for annual reports and due dates for taxes at the State's partner site, Gov2Go: <https://www.getgov2go.com/>.

** If you are registering a new business, you will be given the option to sign up for these services during the filing process.

To get automated alerts about changes affecting your business:

Use CorpWatch. Sign up through the partner site Gove2Go referenced above: <https://www.getgov2go.com/>.

To find out which documents you will need to provide (through upload) to the Certification Unit when applying for certification:

Use the online guide on eligibility criteria accessible via the Certification web page (<https://www.nj.gov/treasury/revenue/business-cert-program.shtml>) or on the Uniform Certification Service landing page (<https://www.njportal.com/DOR/SBERegistry>)

For general information, questions and assistance on certification:

Access our web page at <https://www.nj.gov/treasury/revenue/business-cert-program.shtml>
Call us at 609-292-2146

To track the status of an application or an existing certification:

Email us at certinquiry@treas.nj.gov. Please be sure to include the following information in your message

- For new applications, name of the business, business representative name, date submitted, submission channel (paper or electronic) and your contact telephone number; or
- For existing certifications, name of the business, business representative name, and your contact telephone number.

Tools and Resources (Continued)

To maintain your certification:

- Be mindful of the requirement to submit annual verifications. These are due prior to the anniversary of your certification. You use the verification statement to attest that there have been changes in ownership, revenue eligibility or control of the business that would affect its eligibility. The verification is filed online on the UCS at <https://www.njportal.com/DOR/SBERegistry>. The Certification Units sends email notifications of the requirement to file in advance of the due date.
- Remember that there are renewal filing requirements. For MWBEs, you must file for full certification after your initial one-year provisional certification and then every five years thereafter. There are five-year renewal requirements for the other types of certification. Verifications are filed online on the UCS at <https://www.njportal.com/DOR/SBERegistry>. The Certification Units sends email notifications of the requirement to file in advance of the due date.

To check on your registration status (good to do before registering, filing an annual renewal or submitting an annual verification):

Access the Business Registration search at: https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Tools and Resources (Continued)

To troubleshoot problems with your business registration (BRC) status. What to do if you receive an error message and cannot obtain a BRC after searching for it online:

- If you receive an error message saying “There was no match on the fields entered.” There is likely a problem with the name and/or ID under which your business is registered. Try resolving the issue directly:
 - Double-check your entry
 - Reference your certificate of formation/authorization for name and 10-digit ID
 - Reference a recently filed tax return to verify your EIN and name
- If you receive an error message saying “We’re sorry, but the registration status of this business cannot be determined at this time.” There is likely a problem in one or a combination of areas:
 - Business is inactive (dissolved, cancelled, withdrawn, etc.) - No remedy -- business is closed
 - Business is revoked - File for reinstatement online at <https://www.njportal.com/DOR/AnnualReports/Business?sessionType=Reinstatement> (Businesses in revoked status for less than two years do not need tax clearance; those revoked for more than two years must obtain tax clearance)
 - Business is pending reinstatement - Requires tax clearance
 - Business IDs (10 digit and tax IDs) are not synchronized -- results from failure to follow registration instructions

To address these issues, contact the Division of Revenue and Enterprise Services at 609-292-9292. Be ready to provide your name and the business name and IDs - EIN and 10 Digit (if applicable). Our representative will provide you with status information and refer your matter to the appropriate registry unit for resolution. If your issue involves taxes, our agent will provide you with the Division of Taxation’s contact information.

You may also email us at njdorescustomerservice@treas.nj.gov. Allow two workdays for a call back. Provide your name, business name and telephone number. You may provide your 10-digit ID if applicable, but do not send your EIN via email. Our representative will call you to discuss the issue and resolution path. If your issue involves taxes, our agent will provide you with the Division of Taxation’s contact information.

Tools and Resources (Continued)

To obtain other forms of status information and copies of your records:

If you need to obtain a statement from the Division of Revenue and Enterprise services for a business transaction such as closing a loan or a contract, or for a legal proceeding, access the Division's record services site at: <https://www.njportal.com/DOR/businessrecords/>

Questions?

Thank You!